

June 6, 2001

**MEMORANDUM**

TO: Heads of Selected State Agencies

FROM: M. Boyd Marcus, Jr.

SUBJECT: Yearend Close

I am pleased with your efforts to date to reduce expenditures and balance the state budget as a result of the failure of the General Assembly to enact a budget bill amending the 2000 Appropriation Act (Chapter 1073 of the 2000 Acts of Assembly).

In order to minimize the impact of the spending reductions in the second year, the Governor has approved the use of any unobligated June 30, 2001 general fund balances in your administrative programs to offset your agency's second year spending reduction savings amount.

Once approved, these amounts will be transferred to Central Appropriations and credited toward your FY 2002 "Spending Reduction plan" savings amount. Actual balances not reported to DPB by June 15 will be subject to the normal carryforward procedures but will not be automatically credited to your agency's second-year spending reduction amount.

In order to take advantage of this action, you will need to notify DPB of the balance amount for your agency to be used for this purpose no later than June 15. No submission will be accepted after 5 p.m. on June 15.

The Governor's action represents a unique opportunity for your agency to facilitate its budget planning as well as to offset the consequences of budget reductions in the second year of the biennium. I urge you to take advantage of this opportunity to the fullest extent possible.

Shortly you should receive instructions from DPB on the process for making requests regarding the June 30, 2000, balance in your administrative programs. Your budget analyst will be available to assist you with any questions.

c: Cabinet Secretaries

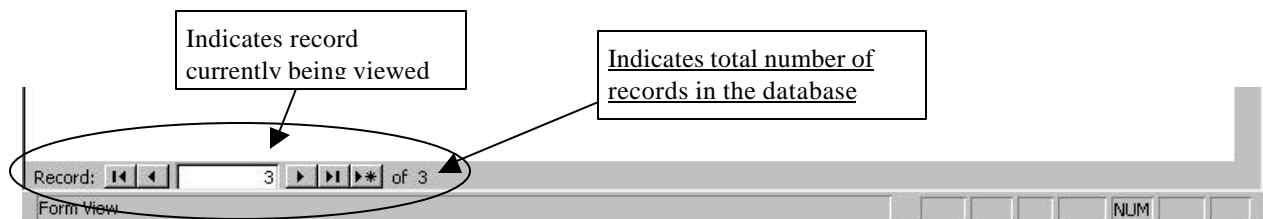
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## Identification of Unobligated June 30, 2001 General Fund Balances in Administrative programs to Offset FY2002 Spending Reduction Savings Amounts

### GENERAL INSTRUCTIONS FOR SUBMITTING PLANS

From DPB's website (Go to [www.dpb.state.va.us](http://www.dpb.state.va.us) and then go to the Forms & Instructions page under the State Agency Services button, or you can go to [www.dpb.state.va.us](http://www.dpb.state.va.us) and see the item under Current News and Topics. Use the drop-down navigation menu to select Identification of June 30, 2001 Unobligated General Fund Balances.) Download a copy of the Microsoft Access database entitled "**UnobligatedGFBalances.mdb**" to your computer or network drive.

1. Open the database. The *2001 Unobligated Balance Plan start page* will open automatically. Click on the "Agency Plan" button. The plan input form will open.
2. Complete items 1-6 for each general fund amount you identify as a balance to be unobligated (*See "Line-by-Line instructions for completing the input form" below for more information on what to put in items 1-6.*) An agency wishing to identify multiple balances within the same program but in different subprograms will need to create a separate entry for each subprogram. Therefore, an agency with three different identified balances would produce a database file with three records in, UnobligatedGFBalances.mdb, as indicated at the bottom of the database screen (see below).



3. Close the database.
4. Submit your plan in hard copy and electronic version. (*See "Submitting the plan" below for details.*)

### Line-by-line instructions for completing the input form

Here are specific instructions for completing the plan's input form. Use the tab key to move between items on the form. Use a separate record (screen) to input each proposed unobligated balance. (For

example, if your agency plans to unobligate its balances from three different programs OR Subprograms, you will enter three different records.)

**Block 1: Agency code.** Enter your 3-digit agency code.

**Block 2: Program code.** Enter the 3-digit program code where the balance will be unobligated.

**Block 3: Subprogram code.** Enter the 5-digit subprogram code for each balance identified.

**Block 4: Subobject Code.** Please, for each balance identified enter only ONE, 4 digit subobject code number, e.g. 1123, 1611 etc.

**Block 5: Amount to be Unobligated.** Enter the identified general fund amount to be unobligated.

**Block 6: Comments.** Use this space for any comments regarding the amount identified for unobligation. Use of this block is optional.

**To Add a new record:** Click on the “Add a new request” button in the lower left of the screen to go to a new record to enter another identified balance. Repeat blocks 1-6 for each identified balance.

**To review the total plan:** When you have completed your entire plan, you can review it by clicking on the “Review your Plan” button. This will generate a report showing the plan elements for each program and an agency grand total. The agency grand total on your plan should equal the total of the balances you have identified as available for unobligation.

**When complete:** When complete, print the plan by clicking on the “Review Plan” button and then clicking on the “Print the Plan” icon on the toolbar. **Your agency head must sign the final completed plan where indicated.**

## **Submitting the plan**

You must return both a hard copy and an electronic version of the plan to DPB.

**Hard copy:** Return the signed copy of the plan (with any supplemental documentation) to DPB by fax, mail, UPS or hand delivery, by June 15, 2001, to the following address:

Unobligated Balances Clerk  
Department of Planning and Budget  
200 North Ninth Street, Room 418  
Richmond, VA 23219  
Fax (804) 225-3291

**Electronic version:** Email the database file (**UnobligatedGFBalances.mdb**) to [Budget@dpb.state.va.us](mailto:Budget@dpb.state.va.us), making sure to identify the agency to which the data applies in the subject line and/or message text.

## **PROBLEMS?**

If you are unable to access DPB's web site, download the Microsoft Access file, complete each item on the form, or have other questions, please contact Mike Barton at (804) 786-8344 or [mbarton@dpb.state.va.us](mailto:mbarton@dpb.state.va.us).

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